

**Nevada State Library, Archives & Public Records  
Imaging and Preservation Service  
ANNUAL SERVICE AGREEMENT**

**FY: Fiscal Year 19**

**Customer Number: 2019-000**

This Annual Service Agreement is made and entered into by and between the Sample Agency, hereafter known as the *Customer* and the State of Nevada, Department of Administration, Nevada State Library, Archives & Public Records' Imaging and Preservation Service, hereafter known as *IPS*.

This Annual Service Agreement establishes the scope of services available to the customer by IPS and the associated costs of each service. Specific project requirements will be established on a project by project basis and documented in a Statement of Work, hereafter known as an SOW.

## **I Definitions**

- Project Content – Any digital or microfilming source document copies created while the project is a “work in progress”.
- Project Deliverables – the work product of the project produced by IPS for the customer (i.e. digitized documents or images, digitized books, microfilm, etc.).
- Source Documents – the materials provided by the customer no matter the format (i.e. paper documents or images, bound books, microfilm, digital files, etc.).

## **II Scope of Service Provided IPS**

1. To initiate a project, the customer will submit a Request for Work Form to IPS.
2. IPS shall provide the following services to the customer, when requested:
  - a. Digitizing paper documents by volume
  - b. Digitizing oversized paper documents up to 40” in width
  - c. Digitizing photographic images
  - d. Digitizing books or other bound documents
  - e. Digitizing microfilm
  - f. Developing 16mm or 35mm microfilm
  - g. Printing up to 36 inches in width

3. During the project process, IPS will perform the following tasks, as applicable:
  - a. Prep source documents for scanning
  - b. Scan source documents to specified digital format
  - c. Index scanned documents according to customer requirements
  - d. Quality control scanned documents for imaging quality and index accuracy
  - e. Re-assemble source documents according to customer requirements
  - f. Download scanned documents to storage media specified by the customer
  - g. Develop microfilm documents from the scanned documents
  - h. Index microfilm documents according to customer requirements
  - i. Return the source documents, the digital storage media containing the scanned documents and/or boxed/labeled rolls of microfilm documents
4. IPS shall meet or exceed the standards for the creation of digital or microfilm archival documents established by Nevada Revised Statute and industry best practice standards.

### **III Terms and Agreement Termination**

1. The Annual Service Agreement shall take effect on the date of signature by the IPS supervisor and the customer, by which they acknowledge and approve the terms set forth in the Agreement. The Annual Service Agreement shall remain in effect until June 30, 2019, unless otherwise terminated by IPS or the customer.
2. Either IPS or the customer may terminate the Annual Service Agreement at any time. The terminating party must submit the request for termination to the other party in writing.
3. If and when the other party receives a request for termination, all work on the project will cease on the date the request for termination is received. IPS and the customer have thirty (30) calendar days from the date received to finalize the return of source documents, transfer of project deliverables completed up to the termination point, completion of applicable paperwork and reconciliation of any outstanding payments.

### **IV Compensation**

**The following section is not applicable if the customer is an Executive Branch agency of the State of Nevada.**

1. The customer will compensate IPS for services rendered based on the agreed pricing set forth in this Agreement. The following prices are for basic services provided by IPS. If there are other specialized services the customer requires that IPS can provide, those costs will be established on a project by project basis.

#### **Pricing**

<b>Service</b>	<b>Cost</b>
Scanning Paper by Volume	0.03 per page

Scanning Requiring a Flatbed or Large Format Scanner	0.50 per page
Scanning Bound Books	0.50 per page
Scanning Microfilm	0.03 per image
Printing – 36” x100’	0.09 per inch
Printing – 24”x100’	0.06 per inch
16mm Microfilm – Kodak	29.96 per roll
16mm Microfilm – Staude	21.65 per roll
16 mm Microfilm Reel without a Post – Security Roll	1.35 per reel
16mm Microfilm Reel with a Post – Duplicate Roll	0.78 per reel
16mm Microfilm – Acid Free Box	0.78 per box
35mm Microfilm – Original Negative	47.50 per roll
35mm Microfilm – Negative to Negative Duplicate	16.54 per roll
35mm Microfilm – Negative to Positive Duplicate	13.53 per roll
35mm Microfilm – Reel	0.98 per reel
35mm Microfilm – Acid Free Box	0.88 per box
Microfilm – Large Label	0.09 per label
Microfilm – Small Label	0.05 per label
Writable CD, Printed Label and Sleeve	1.50 per disc
Writable DVD, Printed Label and Sleeve	1.61 per disc
Imaging Set Up Fee	100.00 per project
Troubleshooting Technician Time Fee	45.00 per hour
Microfilming Set Up Fee	100.00 per roll

2. When a project has been initiated by the customer by submitting a Request for Work Form, the IPS supervisor will generate an estimate based on the projects needs of the customer utilizing the applicable components of the agreed upon price set. The IPS Supervisor will send the generated estimate to the customer of approval.
3. Following transfer of the project deliverables to the customer, the IPS Supervisor will provide an invoice for services rendered to the customer.
4. The customer shall verify and reconcile the amount indicated on the invoice within thirty (30) calendar days after approval of the project deliverables.
5. Payment should be made out to Imaging and Preservation Services. The customer should reference on the payment the applicable project number (example: FY18-001-001).
6. Any limitations to project costs by IPS or the customer will be addressed in the project specific SOW.

## **V Project Finalization**

1. At the completion of the project, the customer will evaluate the project deliverables. Following the evaluation, the customer will inform IPS of any discrepancies and return the necessary materials to IPS or provide project approval as specified in the SOW. Upon approval of the project, IPS will delete any digital project content from their systems, unless otherwise established in the SOW or other project documentation.
2. If the customer does not provide approval or declination of the project deliverables in or around thirty (30) calendar days following the transfer of the project deliverables to the customer, IPS will conduct one follow up with the customer, unless otherwise established in the SOW and other project documentation.
3. IF IPS does not received approval or declination, the project deliverables will be deemed approved and IPS will delete any digital project content from their systems, in or around ten (10) calendar days following the attempt to follow up with the customer, unless otherwise established in the SOW and other project documentation.

**By signing below, both parties agree to the terms set out in this Annual Service Agreement.**

### **Customer**

### **IPS**

Heather Hahn  
IPS Supervisor  
Nevada State Library, Archives & Public  
Records  
100 S. Stewart Street  
Carson City, NV 89701  
775-684-3420  
hhahn@admin.nv.gov

**Signature:**

**Date:**

**Signature:**

**Date:**

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